

## WATER RESOURCES PLANNING ADVISOR

### DISTINGUISHING FEATURES

The fundamental reason the Water Resources Planning Advisor position exists is to perform policy-level coordination, advisory, and administrative tasks relating to water resource management in the Water Resources Department. Maintains active liaison with all organizations having water related interest. This position may or may not supervise. This position reports directly to the General Manager, Water Resources.

### ESSENTIAL FUNCTIONS

Ensures compliance with Groundwater Management Act.

Provides direction and planning in the design and installation of new wells for surface water backup supply.

Coordinates program for the acquisition and maintenance of 100-year assured water supply.

Conducts long-range planning and protection of SRP water rights.

Provides leadership regarding existing and future acquisition of additional CAP water rights.

Represents the City and negotiates with CAWCD, DWR, and SRP regarding water rights.

Conducts water policy analysis and makes recommendations.

Demonstrates an ability to communicate about and manage organizational changes.

Oversees the administration, finance and monitoring of current and future reclamation/re-use plants and the City's future groundwater re-charge projects.

Develops and maintains six computer models to assure that the water and sewer systems, together with the underground aquifers, are used to assure an adequate water supply to the lands within the City.

Attendance and punctuality are essential functions of this position.

### MINIMUM QUALIFICATIONS

#### **Knowledge, Skills and Abilities**

##### Knowledge of:

Federal, State and EPA water and sewer regulations and requirements.  
Methods for data collection and analysis.

##### Ability to:

Plan and organize data, coordinate programs, and make decisions.  
Produce written documents with clearly organized thoughts using proper grammar.  
Observe, review and check the work of staff members to ensure conformance to standards.  
Enter data or information into a terminal, PC or other keyboard device.

Conduct research and analyze results.

Establish and maintain effective working relationships with water and sewer users, other professionals and government jurisdictions, co-workers, and the general public.

Communicate effectively both verbally and in writing with residential and commercial water and sewer users.

Support City Council and top management decisions.

**Education & Experience:**

Any combination of training and experience equivalent to a bachelor's degree in chemical or civil engineering or a closely related hydrologic or water resources field from any accredited college and five years' experience in water resources.

**FLSA STATUS:** Exempt

**HR Ordinance Status:** Unclassified